

POND SPRINGS BAPTIST CHURCH



BYLAWS

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This is a sovereign Baptist church under the Lordship of Jesus Christ. The church membership retains the right of exclusive self-government in all phases of the spiritual and temporal life of this church. No action of this church shall be considered valid, nor shall its enforcement be required, if such action is contrary to the laws of the State of Texas, or if action for its fulfillment contravenes such laws.

As a community of Christian faith, Pond Springs Baptist Church welcomes anyone and everyone with a desire to grow in their relationship with God, through faith in Jesus as the Christ, to join us as one united body serving God for God's glory alone.

ARTICLE I. CHURCH MEMBERSHIP

The people who worship at Pond Springs Baptist Church are identified as either members or non-members. While both members and non-members are encouraged to participate in the ministries and mission of this church, only members may participate in the leadership or decision-making roles of this church.

The membership of Pond Springs Baptist Church shall be comprised of persons who have given evidence of regeneration by publicly professing the Christ as their Lord and Savior through baptism by immersion, have signed the membership covenant, and have been received by vote of the church.

Section 1: Application

This church will consider for membership any person who makes application for membership and exhibits signs of regeneration. The Pastor or an individual designated by the Pastor shall meet with the applicant and make a determination on their application for membership. Upon the recommendation of the Pastor or designated representative and after the applicant signs a membership covenant, the applicant will then be accepted into the church by a majority vote of the members present and voting at any business meeting and one of the following:

- By baptism by immersion after profession of faith in Jesus as the Christ, the Lord, and Son of God.
- By transfer of church letter from another Baptist church, provided they have been previously baptized by immersion.
- By a statement of faith of their prior experience of conversion and baptism by immersion in another evangelical church of like faith and practice.
- By restoration to the church membership after having been removed from the membership role of this church.

Section 2: Termination

Membership in this church shall be terminated in one of the following ways:

- A member in good standing requests a letter of transfer to join another Baptist church.
- A member is dropped from the roll of membership when he or she joins another kind of church.
- An Inactive Non-Voting member is dropped from the roll as designated in Article 1, Section 4.
- A member is dismissed by a vote as outlined in Article X, Section 2.
- A member dies.

Section 3: Membership Classification

Church membership is defined as Active Voting, Active Non-voting, or Inactive Non-voting, as described below.

- **Active Voting Members** are members that are at least sixteen (16) years of age, support the church through attendance, and contribute to the support of the ministry and the expenses of the church.
- **Active Non-voting Members** are members that are under sixteen (16) years of age or members over sixteen (16) years of age who have not for the last six (6) months supported the church through any attendance or have not contributed any support to the ministry and the expenses of the church.
- **Inactive Non-voting Members** are members choosing not to attend any service for a period of twelve (12) months.

Only Active Voting and Active Non-voting members shall be used to determine the membership count of this church. All members of this church, regardless of membership classification, are subject to church discipline as outlined in Article X, Section 2.

Section 4: Membership Classification Changes

Any member of this church over sixteen (16) years of age that remains in the Active Non-voting classification for twelve (12) months shall be contacted for an expression of their desire to continue their membership. If the individual desires to continue his or her membership, but will not be participating or supporting the church on a regular basis, they will be designated as an Inactive Non-voting member. Otherwise, they will be removed from the church membership roll. An exception may be made for extenuating circumstances such as illness, physical incapacity, or military service.

Any member of this church that remains in the Inactive Non-voting category for two (2) consecutive years will be removed from the church membership roll, unless upon being advised of intent of removal, extenuating circumstances that would justify retention as an Inactive Non-voting member are brought to the attention of the church clerk. Such an action to retain the individual as an Inactive

Non-voting member must be reviewed and approved by the Leadership Council and is subject to annual review.

Upon establishing a record of participation and support, an Active Non-voting member or an Inactive Non-voting member who meets the requirements of an Active Voting member, may request of the church clerk to be considered for a change to Active Voting member. Such a request is subject to review and approval by the Leadership Council.

ARTICLE II. LEADERSHIP COUNCIL

The Leadership Council represents the members of this church and acts as the executive committee of this church. The Leadership Council shall consist of the Pastor, the Deacon Chairperson, and up to three (3) members elected by this church. The church shall decide the number of elected members at the time of election, by electing up to three (3) members. The elected members shall serve for two (2) years and may stand for reelection.

The Leadership Council shall meet as needed to consider the mission and state of this church, and shall develop through discussion an appraisal of the church's current position, possibilities for improvement, and more effective achievement of the purpose and long-range plans of the church. The Leadership Council shall formulate and direct programs of this church. A simple majority of the council members must be present to constitute a quorum for any meeting.

The Leadership council shall have primary responsibility for the oversight, integration, and correlation of the work of all Church Officers, Church Committees, Staff, and Ministry Teams. As such, the Leadership Council shall act on the congregation's behalf to approve, modify, or reject requests and recommendations from other organizational groups of the church. The Leadership Council shall also resolve any conflicts among any individuals or organizations within the church, by an interpretation of the Constitution and By-Laws and may enlist such expert assistance as necessary.

ARTICLE III. CHURCH STAFF

The church will hire employees as needed with approval of the Leadership Council and Personnel Committee. No employee may be hired by this church unless a job description is provided by the Personnel Committee and documented in the church's *Policies Manual*. All church staff shall be under the daily supervision of the Pastor unless otherwise indicated in the *Policies Manual*.

Non-Ministry: The Personnel Committee will recommend the hiring and termination of non-ministry employees to the Leadership Council, which has the responsibility to approve such actions.

Employees may be terminated by giving at least two (2) weeks written notice unless otherwise deemed inappropriate by the Personnel Committee.

Ministry: Ministry staff shall be approved for employment by election of the church membership. This election will be by secret ballot, where an affirmative vote of eighty percent (80%) of those present and voting will be necessary for employment. A ministerial employee shall join the membership of this church before or at the time of installment. Every ministerial employee shall also sign a ministry covenant as provided by the Personnel Committee before or at the time of installment. A ministerial employee's public and private life should exemplify the Christian ideal, and be consistent with the qualities of church leaders as set forth in the New Testament. Failure to adhere to such qualities as set forth in the New Testament will be grounds for termination.

Termination of any ministerial staff must be approved by the church membership at a special business meeting called for the sole purpose of deciding this issue. The vote to terminate will be by secret ballot, where a vote for dismissal from at least two-thirds (2/3) majority of those present and voting shall be needed for termination. The termination shall be effective immediately and at least two (2) weeks severance will be provided, unless otherwise deemed inappropriate by the Personnel Committee.

Section 1: Pastor

The Pastor will give himself or herself to the ministry of the Word and to the performance of pastoral duties as outlined in the *Policies Manual*. The Pastor shall be an ex-officio (non-voting) member of the Leadership Council, all Church Committees, and any auxiliary organizations of the church excluding the Finance Committee and Personnel Committee. The pastor may not be a member of the Finance Committee or the Personnel Committee.

Tenure: The Pastor is called for an indefinite term. Termination will be upon the Pastor giving at least two (2) weeks written notice to the church, or by vote at a special business meeting.

Calling: Whenever the pastorate becomes vacant, either a Pastor Search Committee will be formed as a special committee as outlined under the Article V, Section 4, or the church by vote will enter an intentional interim period as defined by the church.

Section 2: Ministry Staff

Ministry staff will be hired according to the needs of the church and as approved by the church membership. The Personnel Committee, in consultation with the Leadership Council, determines the duties of these positions and ensures they are appropriately stated in the church *Policies Manual*.

Section 2: Non-Ministry Staff

Non-Ministry staff will be hired according to the needs of the church and as approved by the Leadership Council and Personnel Committee. The Personnel Committee, in consultation with the Leadership Council, determines the duties of these positions and ensures they are appropriately stated in the church *Policies Manual*.

ARTICLE IV. CHURCH OFFICERS

Each church officer shall be elected by the church membership for a three (3) year term. Unless otherwise stated, Church Officers may be reelected when their term expires. The officers of this church shall be as indicated below.

Section 1: Moderator

The moderator's responsibility is to conduct the business meetings in an unbiased manner in accordance with parliamentary procedures as outlined in Article IX, Section 6. The Pastor or Deacon Chairperson shall act as the moderator if the moderator is unable to perform his or her duties for a particular meeting.

Section 2: Treasurer

The treasurer will receive and deposit in the name of the church in a bank, as designated by the Finance Committee, all money received through all channels, and pay all accounts promptly, consistent with the budget of the church, or as advised by the Finance Committee.

The treasurer shall keep an orderly set of books of all financial transactions, exhibiting with clarity all receipts and disbursements. The treasurer and the chairperson of the Finance Committee are the only individuals who are authorized to sign and issue checks for the church. These individuals may not be related; such a relationship could present a conflict of interest.

Upon election of a successor, the treasurer shall deliver to the church all books, records, and accounts related in any way to the office. The detail work of the treasurer may be delegated to other employed office personnel. All records kept are and will remain the property of the church.

The treasurer will render financial reports as requested by the Finance Committee. Within thirty days after the close of each budget year, the treasurer shall render to the Finance Committee an annual financial report. Additional time may be allowed in preparing this report if the Finance Committee so authorizes. After the Finance Committee accepts the report, the report will be presented to the

Leadership Council. Upon acceptance by the Leadership Council, the annual report will be given to the Church Clerk and preserved as a part of the permanent records of the church.

Section 3: Trustees

There will be three (3) trustees. Each trustee must be at least twenty-one (21) years of age. The sole duty of the trustees shall be to hold title to all church properties. The function of the trustees is to sign any, and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents requiring the signature of the trustees for and in behalf of the church. All duties of trustees must conform to the laws of the State of Texas.

The trustees shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing each action at a special business meeting. Each action required of the trustees shall be specified through written notice from the Leadership Council after approval by the church membership. Such written notices will become a part of the permanent records of the church.

Section 4: Clerk

The church clerk shall be responsible for keeping an accurate record of all business-meeting transactions of the church and preparing the annual report to the association. The clerk shall keep a record of the names of members, their dates of birth, with dates of admission, termination, deaths, and baptisms.

The clerk shall issue letters of termination upon request by a member or sister church and report the termination at the next regular business meeting. The clerk will also keep track of the changes in membership categories and notify members of any changes to their membership status. The clerk shall preserve on file all communications and official written reports. The detail work of the Clerk may be delegated to employed office personnel. All records kept are and will remain the property of the church.

ARTICLE V. CHURCH COMMITTEES

The tasking for church committees comes from these bylaws, the Leadership Council, and the church membership. Committees are given authority by the church to accomplish these tasks and have official standing before the church in church business meetings. As such, motions may be made to the church from a committee, with no requirement of a second on the motion. All committees shall operate in accordance with the guidelines described in the church's *Policies Manual*.

There are two categories of church committees; standing committees and special committees.

Standing Committees: Standing committees are permanent in duration. All members of standing committees are elected by the church membership. Unless otherwise stated, each standing committee member shall serve a two (2) year term, before standing for reelection. An individual may only serve on one standing committee at a time.

Special Committees: The Leadership Council shall appoint and task special committees. Unless otherwise specified, members to special committees are appointed by the Leadership Council. Special committees may be created for a term of up to one (1) year as the need arises.

Section 1: Finance Committee

The Finance Committee is a standing committee that is responsible for managing the church's budget and expenditures as outlined in the church's *Policies Manual*. This committee shall consist of only non-related church members. The Treasurer may not be a member of this committee.

Section 2: Personnel Committee

The Personnel Committee is a standing committee that is responsible for overseeing the church's employees as outlined in the church's *Policies Manual*. No employee of this church, whether ministerial or non-ministerial, may be a member of the Personnel Committee. This committee may be combined with the Finance Committee if the church size does not warrant a separate Personnel Committee. Such a decision is left to the Leadership Council.

Section 3: Facilities and Grounds Committee

The Facilities and Grounds Committee is a standing committee. This committee is responsible in matters pertaining to properties administration as outlined in the church's *Policies Manual*.

Section 4: Pastor Search Committee

The Pastor Search Committee is a special committee established with the single purpose of seeking and recommending a suitable Pastor candidate. The members of this committee are elected by the church membership during a special business meeting called for this election. The committee shall bring to the consideration of the church only one pastoral candidate at a time. The recommendations of the committee shall constitute a nomination. Upon the nomination of the candidate by this committee, the candidate will appear within two weeks before the church in view of a call. An election will take place at a special business meeting held immediately after the candidate appears in view of a call.

ARTICLE VI. MINISTRY TEAMS

Ministry teams are created and managed by the Leadership Council, Church Committees, Deacon Ministry, or the Church Ministerial Staff to meet specific church ministry needs. Ministry teams do not have standing before the church members in business meetings. Approval of the church membership is not necessary for the creation of a ministry team or for selecting ministry team members. Individuals serving on ministry teams do not have to be members of this church.

ARTICLE VII. ELIGIBILITY, NOMINATION, AND REMOVAL

Unless otherwise stated, no ministerial employees of this church and only Active Voting members of this church, who are at least eighteen (18) years of age, may be nominated, elected, or serve as Church Officers, or to serve on the Leadership Council or any Church Committee. The members of these groups must each sign a church leadership covenant and are subject to discipline as outlined in Article X, Section 1.

The Leadership Council nominates individuals for election as Church Officers, and to serve on the Leadership Council and Church Committees, and presents their names to the church membership for election. Prior to any election, any church member may submit nominees for consideration by the Leadership Council. Additionally, the church membership may also put forth for election nominations from the floor with the consent of the nominee, during the business meeting called for electing members as Church Officers, Leadership Council members, or Church Committee members. In the event of a vacancy occurring in any church office or committee, the Leadership Council shall appoint a successor to fill the term of the vacated position.

All Church Officers, Leadership Council members, and Church Committee members serve at the behest of the church membership. As such, the church membership may at anytime seek to remove or replace any Church Officer(s), Leadership Council member(s), or Church Committee member(s) without approval from the Leadership Council or any Committee. Such an action may only be taken at a special business meeting that has been properly called for this purpose and where such action is approved by the voting membership at that meeting.

ARTICLE VIII. DEACON MINISTRY

The deacons are servants to the Lord, the members of this church, and the community at large. A deacon's public and private life should exemplify the Christian ideal, and be consistent with the qualities set forth in the New Testament. Failure to exhibit and live such ideals is cause for removal from the Deacon Ministry.

The Deacon Ministry shall be under the direction of the Pastor and the Deacon Chairperson. The Leadership Council shall assume the Pastor's responsibilities for the Deacon Ministry when the pastorate is empty. The Pastor and Deacon Chairperson shall determine the activities and responsibilities of the Deacon Ministry as outlined in the *Deacon Ministry Manual*.

The membership of this church shall elect all deacons. Only scripturally eligible men or women twenty-one (21) years of age or older, who have been Active Voting members of this church for the last year, may be elected to the Deacon Ministry. The nomination and election of deacons shall be as defined in the *Deacon Ministry Manual*. Any elected deacon, who requires ordination, shall be ordained at a time determined by the Pastor and Deacon Chairperson.

ARTICLE IX. CHURCH MEETINGS

Section 1: Worship Services

The church shall meet regularly each Sunday and at such other times as is desired for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings shall be open for the entire membership and for all other interested persons, and shall be conducted under the direction of the Pastor or an individual designated by the Pastor or Leadership Council in the Pastor's absence.

Section 2: Regular Business Meetings

Regular business meetings shall be held twice a year on the last Wednesday in February and September respectively. These dates may be adjusted by two weeks in either direction because of scheduling conflicts, weather, or other issues. The agenda shall be circulated or made known to the membership at least two (2) weeks prior to the business meeting. These meetings will include reports from the Leadership Council and each standing committee on the status of their respective groups.

Section 3: Special Business Meetings

The Pastor, the Leadership Council, or the Moderator may call a special business meeting. A minimum of one (1) week notice of the subject, date, time, and location for each specially called business meeting shall be given to the church membership.

Section 4: Quorum

A quorum is necessary for any regular or special business meeting. The quorum consists of those who attend such a meeting, provided the meeting has been properly called. The smaller, as of January

1st each year, of either one-fourth (1/4) of the Active Voting membership or fifty (50) Active Voting members shall constitute a quorum in order to conduct a business meeting.

Section 5: Voting

The right to speak and vote at any business meetings of this church shall be limited to Active Voting members. No proxy voting shall be allowed.

Section 6: Parliamentary Rules

Robert's Rules of Order (current edition) shall be the default authority for parliamentary rules of procedure for all business meetings of the church.

Section 7: Organization Meetings

Meetings of organizational groups of this church may be scheduled as needed and upon clearance with the church calendar.

ARTICLE X. CHURCH DISCIPLINE

Section 1: Leadership Discipline

All individuals serving in a leadership position (including but not limited to Church Officer, Leadership Council, Church Committee, Ministry Team, and Deacon Ministry) are accountable to the church membership for their personal conduct and life-style. If any individual serving in such a position fails to exemplify the Christian life, a recommendation to remove them from such role or roles may be made to the Leadership Council by any church member, or originate from within the Leadership Council itself.

Prior to taking any steps to terminate service, the motives of the recommendation must be thoroughly investigated by the Leadership Council. If the motives are found to be inconsistent with the welfare of the church, or have not been made in the spirit of Christian goodwill, the matter will be discontinued.

However, if the motives are found to hold merit, the Pastor and Deacon Chairperson (or another deacon if the Deacon Chairperson is under investigation) should counsel with the individual in question in an atmosphere of Christian love and concern. If after counseling and prayerful consideration, willingness to change on the part of the individual is not evident, and the individual will not voluntarily resign, then the individual will be removed from all organizational groups by action of the Leadership

Council. The removal from a leadership position does not affect the individual's membership in the church.

Section 2: Member Discipline

The church shall emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, ministry staff, and Deacons are available for counsel and guidance. Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.

However, should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor, the Deacons, and the Leadership Council to resolve the problem in accordance with Matthew 18:15-35, I Corinthians 5:1-13, and II Corinthians 2:1-11. A spirit of Christian kindness and patience shall pervade all such proceedings.

If after counseling and prayerful consideration a determination is made that the welfare of the church community as a whole will best be served by the exclusion of the member, the church may take such action by a two-thirds (2/3) vote of the members present at a special business meeting called for this purpose. If the church membership approves of such action, the church may proceed to declare the offender no longer in the membership of the church.

Any individual, whose membership has been terminated for any condition, may upon his or her written request be restored to membership by the recommendation of the Pastor and Leadership Council, and an affirmation vote of the church upon evidence of the individual's repentance and reformation.

ARTICLE XI. ORDINANCES

Pond Springs Baptist Church recognizes two ordinances; Believer's Baptism and the Lord's Supper.

Section 1: Believer's Baptism

A person who receives Jesus as the Christ, Lord, and Son of God by personal faith; who professes the Christ publicly; and who indicates a commitment to follow the Christ as Lord in all areas of their life, shall be received for baptism by immersion in water. The Pastor or a representative designated by the Pastor or Leadership Council shall determine the time and location of the baptism.

Section 2: Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby those who confess Jesus as the Christ, Lord, and Son of God, through partaking of the bread and fruit of the vine, commemorate the death of

Jesus Christ and anticipate the Christ's second coming. The Pastor shall be responsible for determining the frequency with which this church shall celebrate the Lord's Supper. The observance shall be open to all in attendance at the service who claim salvation through the Christ alone.

ARTICLE XII. FACILITIES

Use of the church facilities for other than official church meetings (Article IX) is subject to the policies established by the Facilities and Grounds Committee and approved by the Leadership Council. Such policies are described in the *Policies Manual*.

ARTICLE XIII. DESIGNATED FUNDS

All funds accepted by the church will be allocated to the general fund unless such funds are designated to an established fund. Procedures for establishing designated funds will be published by the Finance Committee.

ARTICLE XIV. AMENDMENTS

Changes in these Bylaws shall only be made at a special business meeting called for the sole purpose of amending the Bylaws of this church. Each proposed amendment shall have been presented in writing and copies furnished to the membership of this church at least two (2) weeks prior to the meeting. A two thirds (2/3) majority vote is necessary of those present and voting to enact the proposed amendment.